

**BY ORDER OF THE COMMANDER
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND
INSTRUCTION 36-501**



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Personnel

***AFRC POSITION MANAGEMENT AND
CLASSIFICATION PROGRAM***

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This instruction outlines procedures for establishing and maintaining an effective program for the management and classification of all AFRC positions. It implements AFD 36-5, *Civilian Personnel Resource Management*, AFD 36-14, *Position Management and Classification*, and AFI 36-1401, *Position Classification*. This instruction encompasses position management, classification, classification appeals, and the establishment of crew chief, small shop chief, General Schedule (GS) and, Federal Wage System (FWS) supervisors. It applies to all AFRC Air Reserve Technician (ART) and non-ART appropriated fund civilian positions. It applies to non-AFRC units serviced by AFRC Civilian Personnel Sections (CPS) unless specifically excluded in writing by the unit's parent command. It does not apply to Air National Guard (ANG). It provides guidelines for HQ AFRC staff elements, Numbered Air Forces (NAF), operating units, and servicing CPFs. Use in conjunction with AFI-36-1401, *Position Classification*; FPM Supplement (Internal) 930-71, *Recruitment of Air Reserve Technicians Through Competitive Examination (ART Agreement)*; AFI 36-103, *Organizational Responsibility for Civilian Personnel Administration and Management*; AFI 36-105, *Civilian Personnel Servicing Arrangements*; AFI 36-502, *Managing Civilian Personnel Resources*; AFI 36-601, *Air Force Civilian Career Program Management*; Human Resources Advisory 2012-51, *Rescission of Air Force Manual (AFMAN) 36-505 Skill Coding, 18 Oct 2012* AFMAN 36-606, volume 1, *Air Force Civilian Career Program Management*; HOI 36-502, *AFRC Civilian Personnel Resource Management*; AFD 36-14, *Position Management and Classification*; and AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*. Also, use in conjunction with Office of Personnel Management (OPM) classification standards/Introduction to Position Classification Standards and DoD Instruction 1400.25, vol. 2007 (DCIPS). Refer

recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

SUMMARY OF CHANGES

This revision includes an update of source documents and organizational information. It also eliminates references to the National Security Personnel System (NSPS) and Air Force Skills Coding. The civilian (RIC 163) and drill (RIC 0020 or 0120) counterpart positions were previously referred to as Part A and Part B respectively.

Chapter 1—PROGRAM ELEMENTS	4
1.1. Definitions:	4
1.2. ART Central Classification Authority:	4
1.3. Objectives:	5
1.4. Thirty Percent Rule (Mixing ART and non-ART Duties):	5
1.5. Audits and Reviews (as appropriate):	5
Chapter 2—CLASSIFICATION AUTHORITIES FOR AFRC PERSONNEL FUNCTIONS	6
2.1. AFRC Civilian Personnel Functional Positions:	6
2.2. Other Civilian Personnel Functional Area Positions:	6
Chapter 3—RESPONSIBILITIES AND PROCEDURES	7
3.1. AFRC/CC/CV:	7
3.2. HQ AFRC/A1M:	7
3.3. HQ AFRC Functional Offices of Primary Responsibility (OPR) (Note:	7
3.4. HQ AFRC/A1CC:	8
3.5. NAFs:	9
3.6. Unit Commanders:	9
3.7. Servicing CPSs and/or AFPC:	10
3.8. Supervisors/Management:	11
Chapter 4—CORE PERSONNEL DOCUMENTS (CPDS)/ POSITION DESCRIPTIONS (PDS)	13

4.1. Requirements:	13
Chapter 5—AUTHORIZATION, ESTABLISHMENT, AND FILLING OF ART POSITIONS	14
5.1. UMD:	14
5.2. Classification of Deputy/Full Assistant Positions:	14
5.3. Establishment of Supervisory Positions:	14
5.4. Establishment of Small Shop Chief Positions (FWS Positions Only).	14
5.5. Crew Chief Positions:	15
5.6. Ten or More Position Changes (AFPC and Other Servicing CPSs):	15
5.7. Restructuring:	15
Chapter 6—CLASSIFICATION DISAGREEMENTS AND RESOLUTION OF DISPUTES	17
6.1. Difference of Opinion on ART Classification Matters:	17
6.2. Management Dispute over ART Position Classification Determinations:	17
Chapter 7—CLASSIFICATION APPEALS	18
7.1. General:	18
7.2. Procedures:	18
Chapter 8—AUDITS AND REVIEWS	19
8.1. General.	19
8.2. IPJ Positions.	19
8.3. Forwarding.	19
Attachment 1—GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION	20
Attachment 2—IMPACT OF THE PERSON ON THE JOB (IPJ)	22
Attachment 3—JOB GRADING GUIDANCE FOR AFRC SMALL SHOP CHIEF POSITIONS	23

Chapter 1

PROGRAM ELEMENTS

1.1. Definitions:

1.1.1. **ART.** A full-time civilian employee who is required, as a condition of employment, to maintain active reserve membership in the unit in which employed. In addition to his or her civilian assignment, he or she is assigned to equivalent positions in the reserve organization with a reserve military rank or grade. The Air Force Specialty Code (AFSC) authorized on the Unit Manpower Document (UMD) for the civilian (RIC 163) and the drill (RIC 0020 or 0120) counterpart position must be equivalent.

1.1.2. **UMD.** A detailed manpower listing reflecting the distribution of manpower allocations into a finite structure of authorizations (e.g., by unit and work center) which includes approved position, grade and approved Core Personnel Documents (CPDs)/ Position Descriptions (PDs) numbers.

1.1.3. **CPD.** A computer generated product which combines the Position Description (PD), performance plan, promotion evaluation pattern, and training plan into a single core civilian personnel document.

1.1.4. **Standardized CPD/PD.** A single CPD/PD used for a number of like positions. For ART positions, CPDs/PDs prescribe specific duties and responsibilities performed by the incumbent in order to support unit mission requirements.

1.1.5. **Crew Chief.** An ART Aircraft Overhaul Leader, WL-8801-10, who is responsible for the total airworthiness of one or more assigned aircraft. These may be aircraft that are being prepared for flight test after overhaul, or they may be in operational status. This is not a supervisory position for classification purposes.

1.1.6. **Primary Aerospace Vehicle (Aircraft) Inventory (PAI).** Aircraft permanently assigned to an AFRC flying unit.

1.1.7. **Backup Aerospace Vehicle (Aircraft) Inventory (BAI).** Aircraft temporarily assigned to an AFRC flying unit.

1.1.8. **Position Management.** Development of organizational structures that are comprised of a balanced mix of skills, grade levels and/or salaries, logical job ladders to support employee development and career progression when possible. Position management decisions are based on good business decisions and mission requirements.

1.2. ART Central Classification Authority:

1.2.1. AFRC fully supports the lawful principle of equal pay for substantially equal work. AF Instruction 36-1401, paragraph 3.4 authorizes AFRC to administer a centralized classification program for ART positions and to issue prescriptive CPDs/PDs.

1.2.2. ART positions are subject to classification laws and are classified according to existing OPM classification standards, and DoD and HQ USAF/A1C guidance. Duties and responsibilities performed by an ART solely in a reservist capacity, which military pay rather than civilian pay is received, are not considered in determining the classification of the ART position.

1.3. Objectives:

- 1.3.1. Comply with statutory classification requirements.
- 1.3.2. Balance mission needs, operational economy and efficiency, skills and career paths, employee development and motivation, and recruitment and retention of competent people.
 - 1.3.2.1. Position management decisions have a direct impact on compensation management, the civilian pay budget.
 - 1.3.2.2. A low cost position structure is very important from an economic standpoint. Significant changes and increases in complexity of the duties and responsibilities of a position are required to support a higher grade level.
 - 1.3.2.3. Impact of poor position management. Relying solely on raising grade levels of the position structure results in problems such as:
 - 1.3.2.3.1. Pay inequity between comparable skill level jobs.
 - 1.3.2.3.2. Escalated salary costs and/or grade creep.
 - 1.3.2.3.3. Poor internal operations due to ineffective distribution of work.
 - 1.3.2.3.4. Unwarranted organizational growth to accommodate higher graded specialists and managers and unnecessary supervisory levels.
 - 1.3.2.3.5. Unbalanced work force and skill levels as lower level positions are abolished and their duties absorbed into higher graded positions.
 - 1.3.2.3.6. Resentment on the part of higher grade personnel who are required to do lower grade work.
 - 1.3.2.4. Violation of the legal requirement of providing employees equal pay for substantially equal work.
 - 1.3.2.4.1. Maintain standard organizations and position structures.

1.4. Thirty Percent Rule (Mixing ART and non-ART Duties):

- 1.4.1. By agreement with OPM, ART and non-ART positions are in separate competitive levels because of the ART's condition of employment, which is active Reserve affiliation. Adding more than 30 percent ART duties to a non-ART position or more than 30 percent non-ART duties to an ART position, negates the basis for separate competitive levels. (FPM Supplement (Internal) 930-71.)
- 1.4.2. Whether the position is ART or non-ART, additional duties assigned must be in keeping with the purpose and functional intent of the position to which the duties are added. Such duties must also be comparable to the knowledge, skills, and abilities required by assigned position. (FPM Supplement (Internal) 930-71.)

1.5. Audits and Reviews (as appropriate):

- 1.5.1. ART organizations and positions are subject to normal classification audits and reviews, the same as non-ART organizations and positions. (See [Chapter 8](#))

Chapter 2

CLASSIFICATION AUTHORITIES FOR AFRC PERSONNEL FUNCTIONS

2.1. AFRC Civilian Personnel Functional Positions:

2.1.1. HQ USAF/A1MR has classification authority for:

2.1.1.1. Chief of Civilian Personnel.

2.1.1.2. Civilian personnel officers.

2.1.2. Submit re-described position, positions proposed for reclassification, and new positions being established through HQ AFRC/A1C to HQ USAF/A1MR for approval before implementation.

2.2. Other Civilian Personnel Functional Area Positions:

2.2.1. HQ AFRC/A1C approves *initial* allocation and reclassification of:

2.2.1.1. Supervisory positions in the Civilian Personnel Flights, at satellite/branch offices, and in the Civilian Personnel Division at HQ AFRC.

2.2.1.2. Nonsupervisory positions in the Civilian Personnel Flights, at the NAFs/RSGs, at satellite/branch offices, and in the Civilian Personnel Division at HQ AFRC.

2.2.2. When AFRC CPSs propose to establish or reclassify a position identified in paragraph [2.2](#), send proposed CPD/PD, evaluation statement, and justification for recommended allocation to HQ AFRC/A1C for approval before submission to organization with final classification authority (e.g., AFPC or other servicing CPS).

Chapter 3

RESPONSIBILITIES AND PROCEDURES

3.1. AFRC/CC/CV:

- 3.1.1. Establish position management policy and direction for the command.
- 3.1.2. Maintain oversight of trends in grades and salary levels.
- 3.1.3. Direct action to correct or moderate unacceptable or suspect trends regarding grades and salary levels.

3.2. HQ AFRC/A1M:

- 3.2.1. Establishes and maintains organizational structures to ensure mission accomplishment and maximize productivity and economy of operation.
- 3.2.2. Establish and maintain the Unit Manpower Document (UMD). Update the UMD, civilian position data, using information provided by HQ AFRC/A1CC for ART positions (e.g., pay schedule, series, grade, and CPD/PD number for GS positions).
- 3.2.3. Coordinate changes in civilian ART position authorizations with HQ AFRC/A1CC before changes are input into the command Manpower Programming and Execution System. A1M provides Manpower Change Notices to the appropriate personnel office once the action is completed.
- 3.2.4. Provides HQ AFRC/A1CC with the most current UMD by the date specified in the programming plan or as requested for unit activations, conversions, reorganizations, etc.
- 3.2.5. Provides HQ AFRC/A1CC, upon request, automated listings/products (ART only) necessary to manage the ART position management and classification program.

3.3. HQ AFRC Functional Offices of Primary Responsibility (OPR) (Note: *Functional staff specialists (other than HQ AFRC/A1CC staff members) at both HQ AFRC and NAF level are prohibited from suggesting or advocating adjustments to the series or grade levels of authorized ART and non-ART positions.*)

- 3.3.1. In conjunction with HQ AFRC/A1CC, develop ART CPDs/PDs that comply with classification requirements.
- 3.3.2. Assign duties to ART positions consistent with military AFSC, function, and mission of the unit involved.
- 3.3.3. In coordination with NAF functional OPRs, develop and provide draft ART CPDs/PDs to HQ AFRC/A1CC within 90 days of authorized fill action date. If action involves an upgrade, the OPR should provide justification for the proposed increase in grade level and document whether or not the position is encumbered.
- 3.3.4. Review and provide comments to HQ AFRC/A1CC regarding new and revised classification standards which cover AFRC positions (ART and non-ART).
- 3.3.5. Keep HQ AFRC/A1CC abreast of program changes which have the potential for impacting AFRC organizations and position structures (ART and non-ART).

- 3.3.6. Provide HQ AFRC/A1CC with information regarding occupations, crafts, trades, equipment, etc., when required in the classification of positions (ART and non-ART).
- 3.3.7. Standardize organizational structures for like units throughout the command (same weapon system, unit equipped/associate, etc.).
- 3.3.8. Comply with command's position management policy.
- 3.3.9. Review ART organizational structure.
- 3.3.10. Review organizational change requests; approve or disapprove; and forward approved requests to HQ AFRC/A1CC with the following:
 - 3.3.10.1. Revised or new CPDs or PDs.
 - 3.3.10.2. Organizational structure charts (wiring diagrams) showing the pay plans and/or pay schedules, series, grades and manpower authorization numbers of all ART and non-ART positions. (Integrated organizational structures must also include full time AD and AGR positions by rank.)
 - 3.3.10.3. Impact of changes on other positions within the unit and on other units.

3.4. HQ AFRC/A1CC:

- 3.4.1. Classify all ART positions.
- 3.4.2. Prepare and issue properly classified CPDs/PDs based upon documents received and certified by HQ AFRC OPRs.
- 3.4.3. Review classification consistency of AFRC ART and non-ART positions.
- 3.4.4. Maintains master file of all ART CPDs/PDs.
- 3.4.5. Provide copies of applicable ART CPDs/PDs and required evaluation statements to AFRC units, commanders, servicing CPSs, and the OPM Special Examining Unit (SEU).
- 3.4.6. Provide ART civilian position information (e.g., title, pay schedule or pay plan, series, or grade level, and ART CPD/PD number) to HQ AFRC/A1M for inclusion in the UMD.
- 3.4.7. Provide copies of draft classification standards to HQ AFRC OPRs for their comments, as appropriate.
- 3.4.8. When appropriate, provide information regarding adverse trends to HQ AFRC functional OPRs and AFRC CC/CV, with recommended corrective action.
- 3.4.9. Provide ART CPDs/PDs to subordinate installations or provides electronic authorization message for implementation of specific ART CPDs/PDs.
- 3.4.10. Render classification advisory decisions, as requested by HQ AFRC OPRs, for ART positions and to AFRC CPSs on both ART and non-ART positions.
- 3.4.11. Evaluate each CPD/PD to ensure it is an accurate description of the local positions covered, as organizational functions and operating conditions vary to some degree at each base.
- 3.4.12. Audit selected ART and non-ART positions, as necessary, when conducting occupational studies, applying new standards, etc. (See [Chapter 8](#))

3.4.13. Review unit level ART position structures using appropriate Personnel Data System. Advises HQ AFRC functional OPRs of unauthorized deviations from the standard structure and provides recommendations for corrective action.

3.4.14. Advise HQ AFRC OPRs, unit commanders, and servicing CPSs of classification appeal decisions which impact AFRC positions.

3.4.15. Forward all position action requests that are not in agreement with the approved mission, manpower, and administrative authority to HQ AFRC/A1M or the HQ AFRC functional OPR, as appropriate, for review and approval/disapproval.

3.4.16. Analyze and monitor position management actions, including high grade and average grade/salary, and supervisor to employee ratio trends to determine causes for escalation and recommends alternatives, if appropriate.

3.4.17. Evaluate proposed changes to standardized organizational structures. Recommend alternate actions to comply with position management policy.

3.4.18. Review ART organizational structures from a position management and classification standpoint periodically to ensure compliance with command policy/directive.

3.4.19. Identify and report organization and structure deficiencies to HQ AFRC/A1M or HQ AFRC CC/CV, as appropriate.

3.4.20. Maintain CPD/PD accuracy rate of 90 percent at all times.

3.4.21. Maintain a classification accuracy rate of 95 percent at all times.

3.5. NAFs:

3.5.1. Provide HQ AFRC OPRs with recommendations for changes in ART civilian grade structure, supervisory structure, etc., coordinated through the appropriate NAF functional and NAF/A1C.

3.5.2. Promote standardized civilian position grade structures for like organizations.

3.5.3. Review and either disapprove or recommend approval to HQ AFRC functional OPR proposed changes in ART CPDs/PDs emanating from subordinate units.

3.5.4. Support AFRC policy and objectives on position management.

3.5.5. Take no action that unnecessarily raises the average grade.

3.5.6. Refrain from commenting on accuracy of ART position classifications during staff assistance visits and evaluations of their subordinate unit and base level functions.

3.5.7. Recommend changes in organizational structure to HQ AFRC functional OPR. Evaluate and refer all actions recommended by NAF units.

3.5.8. Consider compliance with AFRC position management guidance when evaluating subordinate supervisors.

3.6. Unit Commanders:

3.6.1. Upon notification or a new or changed ART authorization, initiate Request for Personnel Action (RPA), to establish and fill ART position. If the position cannot be filled

due to budget constraints, lack of available candidates, etc, it should still be established in DCPDS.

3.6.2. Establish ART positions at the authorized grade shown on the UMD, Civilian position, prior to any subsequent action such as restructuring the position for fill purposes.

3.6.3. When manpower authorizations are lost within a work function, initiate action to cancel the appropriate number of positions (ART and non-ART).

3.6.4. When requesting that a civilian position be converted to an ART position, provide a copy of the civilian position description and a copy of the proposed ART CPD/PD to the HQ AFRC functional OPR who will coordinate with HQ AFRC/A1CC. If a higher grade is requested, submit appropriate justification of how the work has changed.

3.6.5. Ensure that supervisors assign duties to ART positions in the manner prescribed in the CPD/PD. (See [Chapter 4](#))

3.6.6. May not misclassify or direct the misclassification of any position.

3.6.7. Support AFRC position management policy.

3.6.8. Establish and maintain position structures which comply with command's position management policy.

3.6.9. Review position management actions and take appropriate action regarding position/organizational deficiencies.

3.6.10. Evaluate managers/supervisors annually to ensure compliance with AFRC position management policies.

3.6.11. Make assignments of duties to subordinate positions commensurate with authorized position structures of command standardized organizations.

3.6.12. Initiate no personnel actions that unnecessarily increase personnel costs, raise the average grade level, or do not comply with OPM and DoD classification standards.

3.7. Servicing CPSs and/or AFPC:

3.7.1. Maintain position classification authority for all serviced non-ART positions, except those designated in **paragraph 2.1**.

3.7.1.1. Request initial classification allocation/advisory from HQ AFRC for those serviced non-ART positions designated in **paragraph 2.2**.

3.7.2. Establish positions in DCPDS, ensuring data includes UMD line number for ART and non-ART positions.

3.7.3. Fill ART positions consistent with manpower authorizations shown on the UMD, Civilian position. The servicing classifier, (e.g., local CPS or AFPC), restructures positions for fill purposes. Position numbers assigned to restructured positions must be selected from the sequence 70000 to 72999. (Numbering sequence is a retained practice from obsolete AFM 30-130, Volume IV, 1 Apr 89). Assistance will be provided by HQ AFRC/A1CC as needed.

3.7.4. Process minor modifications to ART CPDs/PDs which do not impact the title, pay plan or schedule, series, grade, the nature and purpose of the position, or the normal career

progression of the position. Return without action to management any proposed changes that impact the classification assigned by HQ AFRC/A1CC.

3.7.5. Conduct classification reviews of AFRC organizations, upon request from HQ AFRC/A1CC, and provide a narrative report to HQ AFRC/A1CC when problems arise with the classification assigned to any ART position.

3.7.6. Notify HQ AFRC/A1CC when:

3.7.6.1. A situation occurs which impacts the grade, pay schedule assigned to an ART supervisory position. Include in the notification a brief narrative description of the change and the recommended grade, pay schedule to be assigned.

3.7.6.2. Local management declines to comply with an ART CPD/PD. Include in the notification, in writing, work situations not consistent with approved ART CPDs/PDs.

3.7.6.3. Information is received that OPM, DoD, HQ USAF, or other authority has changed the classification of any AFRC position (ART or non-ART). Include in the notification the following:

3.7.6.3.1. Complete case file according to: Appendix 4 of the OPM Introduction to the Position Classification Standards for GS and Operating Manual Federal Wage System- Appropriated Fund for WG/WL/WS.

3.7.6.3.2. Number of identical or substantially similar positions at the installation to which the position is assigned.

3.7.7. Notify HQ AFRC/A1CC in writing when any classification action of an AFRC position is proposed by means of Impact of Person on the Job (IPJ). Include with the notification a copy of the current CPD/PD and the "Impact of Person on the Job-Amendment to Position Number _____" outline ([Attachment 2](#)) supporting the IPJ action. When the impacted position is vacated, the IPJ amendment is no longer considered a part of the CPD/PD and the position, therefore, reverts to the original classification. Document the following requirements in order to consider recognition of IPJ:

3.7.7.1. Evidence that the IPJ is so significant that the job is graded one grade higher than otherwise derived from the applicable classification grading standards.

3.7.7.2. Recognition of IPJ determinations other than special attributes of the employee. Impact of the incumbent is documented on the IPJ amendment outline to include all the factors contributing to the IPJ determination. The amendment becomes a part of the established CPD/PD which is being impacted.

3.7.8. Provide the unit commander advice and periodic information on upward trends in grade levels, increasing salaries, and position management concerns such as excessive layering and job dilution.

3.7.9. Refer all proposed actions by managers/supervisors that are inconsistent with AFI 36-502, Managing Civilian Personnel Resources, and AFRC procedures on position management to the AFRC unit commander for final decision.

3.8. Supervisors/Management:

3.8.1. Explain the classification of employees' positions to employees.

3.8.2. Provide employees with a copy of their classified CPD/PD; explain the performance requirements; and obtain appropriate signatures.

3.8.3. Certify the continual applicability of the employee's CPD/PD and corresponding performance documents (if applicable) at the beginning of each performance rating cycle.

Chapter 4

CORE PERSONNEL DOCUMENTS (CPDS)/ POSITION DESCRIPTIONS (PDS)

4.1. Requirements:

4.1.1. CPDs/PDs outline the nature and purpose of ART positions. Any additional duties locally assigned are to be closely related to those outlined in the ART CPD/PD.

4.1.2. Neither ART nor non-ART CPDs/PDs should contain any language which infers, or makes reference to, specific job qualification requirements which do not affect the classification of the position. Also, unless a position is classified in one of the professional occupational series (e.g., engineering, scientific, medical/physician, etc.), CPDs/PDs should not reference any educational requirements or specialized training needed for qualification in the position. (FPM Supplement (Internal) 930-71)

4.1.3. All ART CPDs/PDs must have the following statements:

4.1.3.1. The incumbent's regular assignments consist primarily of ART duties; however, the incumbent may be assigned some non-ART duties, generally not to exceed 30 percent of total responsibilities.

4.1.3.2. Incumbent may be required to fly in commercial and military aircraft to perform temporary duty assignments.

4.1.3.3. Incumbent is required to meet and maintain Air Force Reserve requirements.

4.1.3.4. ART officer positions also require the following statement: This is a designated mobility position. Incumbent must be willing to move/transfer to another unit/location on a lateral or promotion as directed by HQ AFRC.

Chapter 5

AUTHORIZATION, ESTABLISHMENT, AND FILLING OF ART POSITIONS

5.1. UMD:

5.1.1. Positions are classified and authorized on the UMD at the journeyman grade level. The civilian grades shown on the UMD are the maximum grades.

5.2. Classification of Deputy/Full Assistant Positions:

5.2.1. Comply with the criteria in OPM General Schedule Supervisory Guide (GSSG) for positions classified under General Schedule as well as HQ AFRC/A1M instructions.

5.3. Establishment of Supervisory Positions:

5.3.1. An employee exercising authority for technical direction, coordination, and oversight of other workers in accomplishing trades and labor work does not necessarily make the position supervisory. A GS or FWS supervisor must:

5.3.1.1. Perform supervisory duties as a regular and recurring part of the job and on a substantially full-time and continuing basis. The requirement for supervision is "paramount" in the position in order to accomplish the primary duties and responsibilities of the job.

5.3.1.2. Must have a minimum of 5 subordinate employees (HQ AFRC/A1CC position management policy) to justify a first level supervisor.

5.3.2. Establishment of supervisory positions in a very small work operation may have an adverse impact on the base level non-supervisory journeyman work supervised. The journeyman grades may be reduced due to the amount of supervision received. The establishment of supervisory positions over small shops or small organizations of journeyman employees seriously inhibits the planning, judgment, decision making, and other aspects of responsibility which are required at journeyman grade levels.

5.4. Establishment of Small Shop Chief Positions (FWS Positions Only).

5.4.1. If a position is needed to be responsible for technical direction, coordination, and oversight of a small (that is, from two to four subordinates) FWS work operation, a small shop chief position is appropriate. Such positions should be established when it is not management's intent to have as a "paramount" requirement, substantially full-time supervision.

5.4.1.1. Establishment of a permanent small shop chief position is not an additional manpower authorization. Instead, it is the reclassification of an existing journeyman position based on the additional duties and responsibilities assigned.

5.4.1.2. Small shop chief positions are graded on their non-supervisory work with one grade added over the full performance level supervised. A small shop chief position is significantly limited as to the range of responsibility in planning, work direction and administration and is not a supervisory position for classification purposes.

5.4.1.3. One or two-worker shop operations are excluded from this definition even though one worker is held fully and technically responsible for the shop.

5.4.1.4. The UMD, drill position, counterpart position of the new ART position is normally the most senior military authorization.

5.5. Crew Chief Positions:

5.5.1. One ART crew chief position is authorized for each Primary Aerospace Vehicle (Aircraft) Inventory (PAI) assigned. A temporary crew chief position may be established for each Backup Aerospace Vehicle (Aircraft) Inventory (BAI) temporarily assigned. Authorizations are based on data provided by HQ AFRC/A4 and HQ AFRC/A1CC.

5.5.2. A crew chief position is not an additional manpower authorization to the normal complement of Aircraft Mechanic, WG-8852-10, positions. Instead, it is the cancellation of an existing WG-10 position and establishment of an Aircraft Overhaul Leader, WL-8801-10, position. The UMD, drill position, counterpart authorization of the ART position is normally the most senior military grade. If a unit permanently loses/gains a PAI aircraft, HQ AFRC/A4 notifies HQ AFRC/A1CC to make appropriate adjustment in crew chief authorizations. The UMD, civilian position, reflects authorized permanent crew chief positions based on the number of PAI assigned to the unit.

5.5.3. HQ AFRC/A1CC authorizes, at the request of HQ AFRC/A4, a temporary crew chief position for each BAI. The position does not exceed two years or the loss/conversion of a BAI, whichever occurs earlier. This temporary position is established against an existing permanent WG-10 authorization and is identified on the UMD, Civilian position, as WG-10. HQ AFRC/A4 evaluates the situation if the BAI remain at the same unit for at least two years. They determine if the BAI is to be permanently assigned to the unit.

5.5.4. AFMAN 36-203, *Staffing Civilian Positions*, and other governing regulations determine if temporary crew chief positions are to be filled competitively or noncompetitively.

5.5.5. HQ AFRC/A1CC provides a memorandum for implementation certifying establishment of a new crew chief position. Upon receipt of the memorandum, the unit initiates position fill action. The receipt of additional aircraft is not an automatic authority to establish an additional crew chief position. HQ AFRC/A1CC must provide such authority.

5.5.6. HQ AFRC/A1CC and HQ AFRC/A4 periodically review and assess the effectiveness of this procedure and make adjustments as necessary.

5.6. Ten or More Position Changes (AFPC and Other Servicing CPSs):

5.6.1. If any personnel action will impact the classification of 10 or more AFRC positions, notify HQ AFRC/A1CC prior to taking action.

5.6.1.1. Provide reason for the impact, number and type of positions and information as to whether the positions are encumbered.

5.6.1.2. Allow HQ AFRC/A1CC an opportunity to review information, and concur or non-concur with rationale.

5.7. Restructuring:

5.7.1. Positions may be established and filled at a lower grade level at the discretion of the local AFRC management official.

5.7.2. Supervisory positions are not normally restructured. Any restructuring of an ART supervisory position has to be approved by HQ AFRC/A1CC.

5.7.3. Any restructuring of an ART position must be within the same line of work leading to the target grade of the position.

5.7.4. In cases where the unit commander desires to restructure an ART position to a lower grade for fill purposes, the commander has the authority to modify the ART CPD/PD. This can be done by deleting or lining out significant grade controlling defining duties, rewriting the ART CPD/PD, or developing a statement of differences to reflect the variance between the full performance and the restructured position.

5.7.5. Whichever method is used, the servicing classifier is consulted to ensure that only the grade level of the ART position changes, not the series and typically, not the job title. In rare cases, the job title may be modified as well as the grade level.

Chapter 6

CLASSIFICATION DISAGREEMENTS AND RESOLUTION OF DISPUTES

6.1. Difference of Opinion on ART Classification Matters:

6.1.1. When there is a difference of opinion between the servicing CPS and the unit commander which cannot be resolved at the local level:

6.1.2. In conjunction with the functional manager, submit the case file to HQ AFRC/A1CC for resolution.

6.1.3. The servicing CPS classifier assembles all appropriate documents (that is, current and proposed CPDs/PDs; written statements to support the rationale of the classification opinion; evaluation statements (when available); etc.) and coordinates them through the unit commander to HQ AFRC/A1CC.

6.1.4. The unit commander attaches a summary of his or her opinion to include why he or she disagrees with the CPS Classifier. Classification disputes involving non-ART positions should be handled IAW AFI 36-1401, dated 1 August 1997, Air Force Position Classification Guidance Memorandum, dated 5 March 2012 and Air Force Personnel Center Classification Procedures, Relook Policy, dated 12 February 2012.

6.2. Management Dispute over ART Position Classification Determinations:

6.2.1. Supervisors who disagree with a classification decision made by the servicing ART classification authority (A1CC) must prepare a Reclama based on the appropriate classification standards and guides and submit to A1CC for review.

6.2.2. If A1CC does not concur with the Reclama classification rationale of the supervisor, the issue will be elevated through the supervisor's chain of command to the HQ AFRC Vice Commander (CV). Once a final decision is rendered, AFRC/CV will notify A1CC of the decision in writing. The notification must include the technical classification rationale, the certification statement and the signature of the AFRC/CV as the classification authority.

Chapter 7

CLASSIFICATION APPEALS

7.1. General:

7.1.1. AFRC resolves employee questions or challenges of their officially assigned position pay plan/schedule, title, series, grade at the lowest possible level in a timely and informal fashion.

7.1.2. Contentions which cannot be resolved informally are processed in the most expeditious manner according to governing regulations.

7.2. Procedures:

7.2.1. Follow the instructions in: Appendix 4 of the OPM Introduction to the Position Classification Standards for General Schedule (GS) positions and the Operating Manual Federal Wage System – Appropriated Fund for Federal Wage Grade (WS, WL, WG) positions.

7.2.2. HQ AFRC/A1CC provides evaluation statements and obtains HQ AFRC functional OPR's certification of the ART CPDs/PDs.

7.2.3. HQ AFRC functional OPR certifies ART CPD/PD.

7.2.4. When all efforts to informally resolve an employee's complaint are unsuccessful, the employee may file a formal classification appeal. (See references in 7.2.1.)

7.2.5. When an employee appeals the classification of an ART position, the servicing CPS and/or AFPC:

7.2.5.1. Forwards the complete appeal file to HQ AFRC/A1CC, along with the servicing CPS classification analysis, recommendations, and other required documents.

7.2.5.2. Immediately notifies the appellant of the referral.

7.2.6. When an employee appeals the classification of an AFRC non-ART position, the servicing CPS:

7.2.6.1. Forwards the complete appeal file to the DoD's Field Advisory Service (FAS) or to OPM, as appropriate. These offices provide classification appeal adjudication services for all DoD components. The appeal file contains the servicing CPS's classification analysis, recommendations, and other required documents.

7.2.6.2. Notifies HQ AFRC/A1CC. Notification will include the position location and the requested new classification.

Chapter 8

AUDITS AND REVIEWS

8.1. General.

8.1.1. When an audit reveals the actual work situation to be different, the following actions are appropriate:

8.1.1.1. Supervisors adjust duty assignments to conform to the ART CPD/PD. If this is not possible, supervisors and management officials may request a change in CPD/PD.

8.1.1.2. Request an evaluation statement from the classification authority to document support or nonsupport of the recommended changes based upon the audit.

8.1.1.3. Submit proposals for changes in ART position/grade through command channels to HQ AFRC functional OPRs, including status of the position (filled or vacant); if encumbered, the qualification of incumbent for updated/reclassified position.

8.2. IPJ Positions.

8.2.1. See paragraph [3.7.7](#)

8.3. Forwarding.

8.3.1. Forward all audit findings to HQ AFRC/A1CC.

JAMES F. JACKSON, Lt Gen, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-5, *Civilian Personnel Resource Management*, 30 Nov 1993

AFPD 36-14, *Position Management and Classification*, 01 Feb 1996

AFI 36-1401, *Position Classification*, 01 Aug 1997

Air Force Guidance Memorandum to AFI 36-1401, Position Classification, 5 March 2012

FPM Supplement (Internal) 930-71, *Recruitment of Air Reserve Technicians Through Competitive Examination (ART Agreement)*,

AFI 36-103, *Organizational Responsibility for Civilian Personnel Administration and Management*, 21 Mar 1994

AFI 36-105, *Civilian Personnel Servicing Arrangements*, 22 Mar 1994

AFI 36-502, *Managing Civilian Personnel Resources*, 30 Mar 1994

AFI 36-601, *Air Force Civilian Career Program Management*, 25 Jul 1994

AFMAN 36-606, volume 1, *Air Force Civilian Career Program Management*, 01 July 1995

HOI 36-502, *AFRES Civilian Personnel Resource Management*, 22 Nov 1996

AFRCI 36-111, *Air Reserve Technician (ART) Officer Career Management Program*, 08 Nov 1996

DoD Instruction 1400.25, vol. 2007, 24 Jan 07 *DoD Civilian Personnel Management System: Defense Civilian Intelligence Personnel System (DCIPS) Occupational Structure*, August 17, 2009

Human Resources Advisory 2012-51, *Rescission of Air Force Manual (AFMAN) 36-505 Skill Coding*, 18 Oct 2012

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFPC—Air Force Personnel Center

AFRC—Air Force Reserve Command

AFSC—Air Force Specialty Code

ART—Air Reserve Technician

BAI—Backup Aircraft Inventory

CPD—Core Personnel Document

CPS—Civilian Personnel Section

DoD—Department of Defense

DCPDS—Defense Civilian Personnel Data System
FAS—Field Advisory Service
FPM—Federal Personnel Manual
FWS—Federal Wage System
GS—General Schedule
GSSG—General Schedule Supervisory Guide
IPJ—Impact of Person on the Job
NAF—Numbered Air Force
MPES—Manpower Programming and Execution System
OPM—Office of Personnel Management
OPR—Office of Primary Responsibility
PAA—Permanently Assigned Aircraft
RPA—Request for Personnel Action
PD—Position Description
RIC—Resource Identification Code
UMD—Unit Manpower Document
WG—Wage Grade
WL—Wage Leader
WS—Wage Supervisor

Attachment 2

IMPACT OF THE PERSON ON THE JOB (IPJ)

Amendment to **CPD/PD** Number_____

Title_____.

Pay Plan, Series, Grade_____.

Organization_____.

NOTE: How to Use This Outline

This amendment cites the differences between the core personnel document/position description of record and how the position is actually operating at the time. Each case may address different factors. Any or all of paragraphs 1-7 may be used as necessary. The information portrayed here forms the basis for adding an additional grade for IPJ. The unit commander signs the statement at the bottom of IPJ amendment. The immediate supervisor also signs page 1 of SCPD. Upon vacancy, the position reverts to the original classification.

1. Changes in Duties:
2. Kinds and Importance of Authorities Delegated:
3. Nature of Supervision:
4. Results of Originality and Inventiveness:
5. Nature of Relationships Developed:
6. Recognition as Expert or Consultant:
7. Other Supporting Significant Information:

I certify that funds are available to cover this action.

Budget Officer Signature_____
Date

I have reviewed the applicable OPM and AF classification guidance regarding impact of the person on the job and determined that the individual's contributions warrant the addition of a grade for that reason. I understand that upon vacancy, the position reverts back to the previous grade.

HQ A1CC Classifier Signature_____
Date

Attachment 3

JOB GRADING GUIDANCE FOR AFRC SMALL SHOP CHIEF POSITIONS

WORK COVERED

This guide is used to grade the jobs of small shop chiefs in the Air Reserve Technician Program who, as a regular and recurring part of their jobs, are responsible for the overall operation of small maintenance shops involving trades and labor type work.

WORK NOT COVERED

This guide should not be used to grade work which involves the following:

Supervising other workers when such supervisory work does not have as the paramount requirement for its performance, experience in and knowledge of trades and labor work. Such work is properly classified by the appropriate General Schedule Supervisory Guide (GSSG) for General Schedule (GS) employees.

Supervising other workers in accomplishing trades and labor work when such supervisory duties are performed as a regular and recurring part of the job and on a substantially full-time and continuing basis. Additionally, must meet HQ AFRC/A1CC position management guidelines as specified in this instruction. Such work is properly classified by the appropriate Job Grading Standard for Federal Wage System (FWS) Supervisors.

Leading prevailing rate workers as a regular and recurring part of the job, and on a substantially full-time and continuing basis, in accomplishing trades and labor work. Such work is properly classified by the Job Grading Standard for Leaders, WN/WL.

Journey level or sub-journey level work. Such work is properly classified by the appropriate Job Grading Standard for the type of work performed.

CODES AND TITLES

Occupational Code/Series - The occupational code or job series of a small shop chief job is the one that best reflects the nature of the overall work operations in the shop.

Title - Small shop chief jobs covered by this guide are identified by the job title of the journey level positions in the occupation selected.

DEFINITION OF TERMS

Small Shop - A small organizational segment in a maintenance function in which specialized work is performed. A small number of employees, usually less than five, are assigned who all perform work in the same job series.

GRADING CRITERIA

Positions graded under these criteria are graded one grade above the representative journey level grade in the shop. For a position to be evaluated by this guide, incumbent of the position must meet all of the following:

- Possesses the knowledge and skills found at the journey level grade as well as those required for planning, accomplishing, and maintaining a functional shop maintenance program.
- Independently determines appropriate maintenance procedures such as how and when the work should be accomplished. Prepares estimates manpower, equipment, and material requirements and advises supervisor.
- Devises and maintains all program plans and records; is skilled in troubleshooting techniques, and is able to determine maintenance/repair procedures needed without benefit of technical supervisory guidance.
- Plans, organize, and direct shop maintenance programs under general supervision.
- Determines approaches, methods, and courses of action required to accomplish the mission of the shop in an effective and efficient manner.
- May provide recommendations and input to the supervisor concerning personnel actions such as performance appraisals, awards, position description changes, disciplinary actions, leave, etc. Since positions performing small shop chief duties do not fully meet Work Situation 1 of the FWS Job Grading Standard for Supervisors, they are properly classified as small shop chiefs (WG) instead of Wage Supervisors (WS).